



Please note, bilingual Welsh/English versions are catalogued (BL). Welsh only items are catalogued (W). All other versions are English only.

Please enter the **TOTAL** quantity required for each item.
(See price list on last page for minimum quantities.)



PRESIDING OFFICER'S SUNDRIES

WESDBAGBL	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
WESDRBL	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CPBL	Conversion Packs for all combinations of elections/referendums are available. Details on request	On application	
SSP1	Packs of stationery sundries – see separate sundries contents list	£6.60	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.95	
SSP3BL	Packs of notices – see separate sundries contents list	£5.35	
WESDFBL	Packs of forms – see separate sundries contents list	£2.98	
WESDPBL	Set of packets as included in sundries pack – see separate sundries contents list	£5.08	

CANDIDATES

WE-CP	Candidate's Pack (Comprises items below in shaded areas)	£5.35 (each)	
WE 16	Guidance notes for Candidates	E	
WE 16W	Guidance notes for Candidates	E	
WE 4BL	Nomination Paper	D	
WE 4A	Candidate's Consent to Nomination	D	
WE 4AW	Candidate's Consent to Nomination	D	
WE 4XBL	Registration of Political Parties – Notice and Certificate	D	
WE 5BL	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
WE 3BL	Notice of Withdrawal of Candidature	D	
WE 38BL	Notice by Candidate of Appointment of Polling Agent(s)	D	
WE 37BL	Notice by Candidate of Appointment of Counting Agent(s)	D	
WE 52BL	Notice of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
Expenses			
WE 20A	Return of Expenses	E	
WE 20AW	Return of Expenses	E	
WE 20C	Explanatory Notes for Completion of Return of Expenses	E	
WE 20BBL	Declaration by Candidate as to Election Expenses	D	

STAFF

CWE 2BL	Appointment of Deputy Returning Officer (general powers) – Combined Principal/Community Council Elections	D	
WE 2BL	Appointment of Deputy Returning Officer (general powers) – Community Council Election only	D	
CWE 2ABL	Appointment of Deputy Returning Officer (limited powers) – Combined Principal/Community Council Elections	D	
WE 2ABL	Appointment of Deputy Returning Officer (limited powers) – Community Council Election only	D	
CWE 21BL	Appointment of Presiding Officer – Combined Principal/Community Council Elections	D	
WE 21BL	Appointment of Presiding Officer – Community Council Election only	D	
CWE 23BL	Appointment of Poll Clerk – Combined Principal/Community Council Elections	D	
WE 23BL	Appointment of Poll Clerk – Community Council Election only	D	
LE 29	Guidance for Presiding Officers and Poll Clerks	T	
LE 29Co	Guidance Notes to go with LE 29 for Combined Elections	FOC	
LE 291	Guidance Notes Concerning Tellers and Exit Polls	E	
CWE 46BL	Certificate of Employment on Day of Poll – Combined Principal/Community Council Elections	D	
WE 46BL	Certificate of Employment on Day of Poll – Community Council Election only	D	
CBE 271BL	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	

E 528	Staff Payment form – in triplicate on NCR paper	E
E 529	Travelling Expenses form	D
E 527	Tax Exemption form	D

POSTAL VOTING

CBE 76	Instructions to Staff – Issue of Postal Ballot Papers	D
CBE 76W	Instructions to Staff – Issue of Postal Ballot Papers	D
CBE 77	Instructions to Staff – Receipt of Postal Ballot Papers	D
CBE 77W	Instructions to Staff – Receipt of Postal Ballot Papers	D
WE 51BL	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D
WE 49BL	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D
CBE 69BL	Envelope to contain Appointments of Clerks at Issue and Receipt	M
WE 501BL	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D
CBE 84BL	Envelope to contain Corresponding Numbers List for postal ballot papers	M
CBE 59BL	Statement as to Postal Ballot Papers	D
CBE 59XBL	Envelope to contain Statement as to Postal Ballot Papers	M
CBE 53BL	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M
CBE 56BL	Envelope to contain Votes Rejected	M
CBE 58BL	Envelope to contain Rejected Ballot Paper Envelopes	M
CBE 62BL	Envelope to contain Rejected Votes (Verification Procedure)	M
CBE 63BL	Envelope to contain Postal Voting Statements (Verification Procedure)	M
CBE 55BL	Envelope to contain Cancelled Postal Ballot Papers	M
CBE 71BL	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M
CBE 60BL	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M
CBE 61BL	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M
CBE 80BL	List of Spoilt Postal Ballot Papers	D
CBE 81BL	List of Lost Postal Ballot Papers	D
CBE 87BL	List of Cancelled Postal Ballot Papers	D
CBE 80XBL	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M
CBE 82BL	List of Postal Ballot Papers Rejected – No Statement Received	D
CBE 82XBL	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M
CBE 83BL	List of Postal Ballot Papers Rejected – Statement Only Received	D
CBE 83XBL	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M
CBE 85BL	List of Rejected Votes (Verification Procedure)	D
CBE 85XBL	Envelope to contain List of Rejected Votes (Verification Procedure)	M
CBE 68BL	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

POLLING STATIONS

CBE 6BL	Directions for the Guidance of Voters Please call Shaw's for options for combinations	S
CBE 7BL	Voting compartment notice Please call Shaw's for options for combinations	R
LE 8	Poster – Corrupt and Illegal Practices	S
LE 8W	Poster – Corrupt and Illegal Practices	S
LE 43	Poster – Offences at Elections	S
LE 43W	Poster – Offences at Elections	S
LE 14	Notice – Warning to Voters as to Personation and Voting More Than Once	R
LE 14W	Notice – Warning to Voters as to Personation and Voting More Than Once	R
WE 18BL	Declaration to be Made by a Companion of Voter with Disabilities	D
CBE 18CoBL	Declaration to be Made by a Companion of Voter with Disabilities – for combined elections (when single form only used)	D
WE 11BL	List of Persons to Whom Ballot Papers are delivered in consequence of an Alteration to the Register (by virtue of s13B(3B) or (3D) of Representation of the People Act 1983)	D
WE 17BL	List of Voters with Disabilities Assisted by Companions	D

WE 35BL	Questions to be Put to Voters	D	
WE 25BL	Tendered Votes List	D	
WE 26BL	List of Votes Marked by Presiding Officer	D	
WE 26ABL	Statement of the Number of Votes Marked by the Presiding Officer	D	
WE 28BL	Ballot Paper Account	D	
CBE 128BL	Presiding Officer's Report on Occurrences at Polling Station	D	
CBE 129BL	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station	M	
CBE 86BL	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
WE 131BL	List of Postal Votes Delivered to Polling Station	D	
WE 130BL	Envelope to contain Postal Votes Delivered to Polling Station. <i>See also secure wallet below</i>	M	
SECWT3	Secure wallet for postal ballot papers handed in at polling station Black PVC – size 355 x 495mm		£5.98
<i>Items in bold are included in our pack of Presiding Officer's Sundries – see separate list for details.</i>			

THE COUNT

CWE 33BL	Notice of Time and Place of Counting of Votes – Combined Principal/Community Council Elections	D	
WE 33BL	Notice of Time and Place of Counting of Votes – Community Council Election only	D	
WE 37BL	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
WE 39BL	Authority of Admission of Persons Attending Count	D	
CWE 24SBL	Appointment of Count Supervisor – Combined Principal/Community Council Elections	D	
WE 24SBL	Appointment of Count Supervisor – Community Council Election only	D	
CWE 24BL	Appointment of Counting Assistant – Combined Principal/Community Council Elections	D	
WE 24BL	Appointment of Counting Assistant – Community Council Election only	D	
WE 72BL	Statement as to Result of Verification of Ballot Paper Accounts	D	
WE 74BL	Verification of Contents of Ballot Box	D	
LE 19	Counting sheet – maximum 11 names – <i>supplied in 10s (tally sheet style)</i>		£5.90 (per 10)
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s (tally sheet style)</i>		£8.50 (per 10)
WE 31BL	Declaration of Result of Poll	D	
WE 73BL	Statement as to Rejected Ballot Papers	D	
WE 73ABL	Envelope to contain Rejected Ballot Papers	M	
WE 30BL	Returning Officer's Report to Proper Officer of Community Council as to Persons Elected	D	
WE 32BL	Returning Officer's Report to Proper Officer of Principal Council	D	
LE 152	Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections		£12.00

UNCONTESTED ELECTIONS

WE 9BL	Notice of Result of Uncontested Election	D	
WE 13BL	Return by Returning Officer to Proper Officer of the Council as to Result of Uncontested Election	D	

FORMS, etc. REQUIRED AFTER THE POLL

WE 34BL	Notice to Person Elected as Councillor	D	
EW 40BL	Declaration of Acceptance of Office – single form	D	
EW 40/2BL	Declaration of Acceptance of Office – bound book providing for 200 entries		£120.00

POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE						
Quantity	PRICE CODE					
	D	E	M	R	S	T
25	£9.75	£22.00	£10.00	£15.75	£27.25	£43.75
100	£29.25	£66.00	£30.00	£47.25	£81.75	£131.25
500	£97.50	£220.00	£100.00	£157.50	£272.50	£437.50

All forms are sold in multiples of 25. Fewer than 25 may be ordered but will be charged as 25.

Individually priced items can be purchased in any quantity.

VAT at the prevailing rate will be added where applicable.